

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AIR FORCE INSTRUCTION 34-246

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

17 OCTOBER 2001

Services

AIR FORCE LODGING PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Supersedes AFI 34-246/AETC Sup 1,
30 April 1997

Pages: 3
Distribution: F

AFI 34-246, 17 May 2001, is supplemented as follows:

This publication does not apply to the Air National Guard and Air Force Reserve Command units. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. System of Records notice F034 AF AFSVA A, Lodging Reservations System, applies. Submit requests for changes to this supplement to HQ AETC/SV (include paragraph references). Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

1.6.4. The general manager will obtain annual class schedules from the base training registrar or individual squadron training managers (as appropriate for each base), and make group reservations in the Services Information Management System (SIMS) or Lodging Automated System (LTS) for the projected classes (by class name/number and number of students). Update training schedules quarterly and review monthly for accurate forecasting for the next 3 months. Students attending formal training courses funded with temporary duty (TDY)-to-school dollars will have priority for on base lodging over all other personnel categories listed in Chapter 1, Table 1. Students funded with TDY-to-school funds in off base commercial lodging with 7 days or more remaining on their TDY are required to move on base, if quarters become available for the remainder of their TDY. The lodging office will place the students on a waiting list for the first available vacancy. When lodging becomes available, the lodging office will call the students to inform them to move back on base. Students must receive 24-hours notice to move on base. Reservations for students may be changed from off base to onbase if quarters become available prior to their

arrival in the area. The lodging office will notify the student or point of contact when reservations are changed. Inform students accordingly when reservations are confirmed.

1.11. The general manager will notify HQ AETC/SVX of any intent to redesignate lodging rooms/facilities to permanent party and/or permanent party room/facilities to lodging, effective date of redesignation, and net result to lodging assets.

1.14. The general manager will implement the MAJCOM selected training program, monitor progress, and document employee records. Managers will develop schedules for the training sessions, and maintain attendance logs. They will encourage employees to register for professional certification and provide guidance if requested. The general manager will submit a Performance Plus Summary Report (RCS: AETC-SVX (SA) 0101) to HQ AETC/SVX semiannually (Oct-Mar due 15 Apr and Apr-Sep due 15 Oct).

2.2.5.4. General managers will conduct and document annual visits at all commercial lodging (CL) establishments and submit report to HQ AETC/SVX, NLT 30 Jun of each year. General managers will cease referrals to CL establishments not meeting Air Force standards until all discrepancies are corrected.

2.2.20.3. Lodging will use AETC Form 509, **Lodging Housekeeping Checklist**, and/or a locally approved base form to annotate daily housekeeping services (to include preventive maintenance services) provided to guests. Submit locally developed forms to HQ AETC/SVX for review and crossfeed.

3.7. Managers will work on a case-by-case basis with guests who do not have credit cards. Guests may pay all or a portion of the expected days of their stay at check-in with cash or check.

3.7.2. All VQ long-term guests (staying over 30 days), whether paying by cash, check, or credit card, will return to the front desk at 30-day intervals to verify and pay their lodging bill or pay in advance for the next 30 days. **NOTE:** To avoid requiring guests to pay lodging bills every 15 days, lodging guests must authorize lodging personnel to bill their credit cards for 30 days in advance or guests must pay by cash or check for 30 days in advance.

3.7.2.1. Cash/check-paying guests will pay in advance for the next 30 days or remaining days of occupancy. Guests should be notified in advance of the requirement to pay lodging fees every 30 days and encouraged to collect cash advances as required to ensure funds are available to pay lodging fees.

3.7.2.2. All credit card-paying long-term guests will have their credit cards processed for charges incurred over the previous 30 days.

3.7.3. All temporary lodging facility (TLF) guests staying over 30 days, whether paying by cash, check, or credit card, must return to the front desk at the 30-day mark.

3.7.3.2. Credit card-paying guests will have credit cards processed for charges incurred over the past 30 days.

3.8. General managers will work with the unit resource manager to develop annual appropriated fund (APF) budgets and with the resource management flight chief (RMFC) to develop nonappropriated fund (NAF) income and expense operating budgets and NAF requirement budgets, which include capital fixed asset items and those meeting bulk purchase criteria. The HQ AETC NAF council is the lodging budget approval authority. The general manager will obtain base level NAF council concurrence on all budgets prior to submitting to HQ AETC/SV as required or requested.

3.9. Personnel costs for lodging will not exceed 65 percent over the rolling four quarters, inclusive of all employee recognition and awards. The general manager will submit a statement of justification to HQ

AETC/SVX for the specific accounting period, and quarterly thereafter until the standard is met if personnel costs exceed the standard for any quarter.

3.12.4. (Added) AETC Form 509, **Lodging Housekeeping Checklist**.

3.12.5. (Added) AETC Form 511, **Room Maintenance Request**.

Table A3.1.

General managers will ensure AETC Form 511 and/or a locally approved base form is placed in each guest room. Submit locally developed forms to HQ AETC/SVX for review and crossfeed.

MICHAEL A. PACHUTA, Colonel, USAF
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